

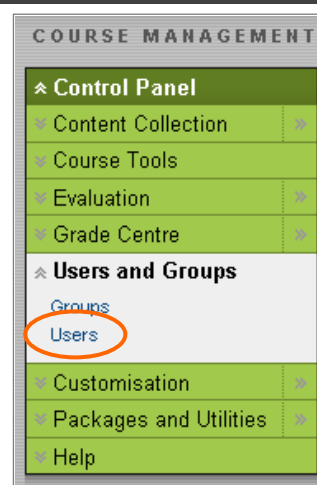
Removing Students

How to remove students from your Blackboard courses

There are overnight routines which import student enrolments from Unit-e to Blackboard. At present, however, these routines do not take account of students who subsequently transfer or are withdrawn from a course in Unit-e. Such students would need to be manually removed from your Blackboard courses.

Manually removing users from a Blackboard course

Go to **Control Panel > Users and Groups > Users**



Tick the box to the left of the user(s) you wish to remove, and click on **Remove Users from Course**



Users

Users that are enrolled in a course can be located using the Search criteria provided. [More Help](#)

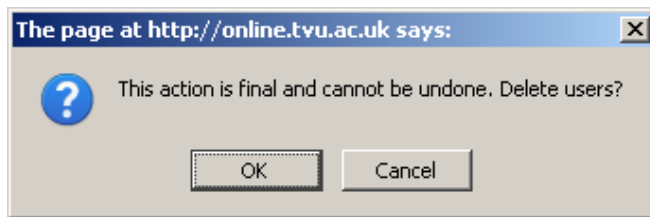
Enrol User Batch Enrol Users

Search: Email Not blank Go

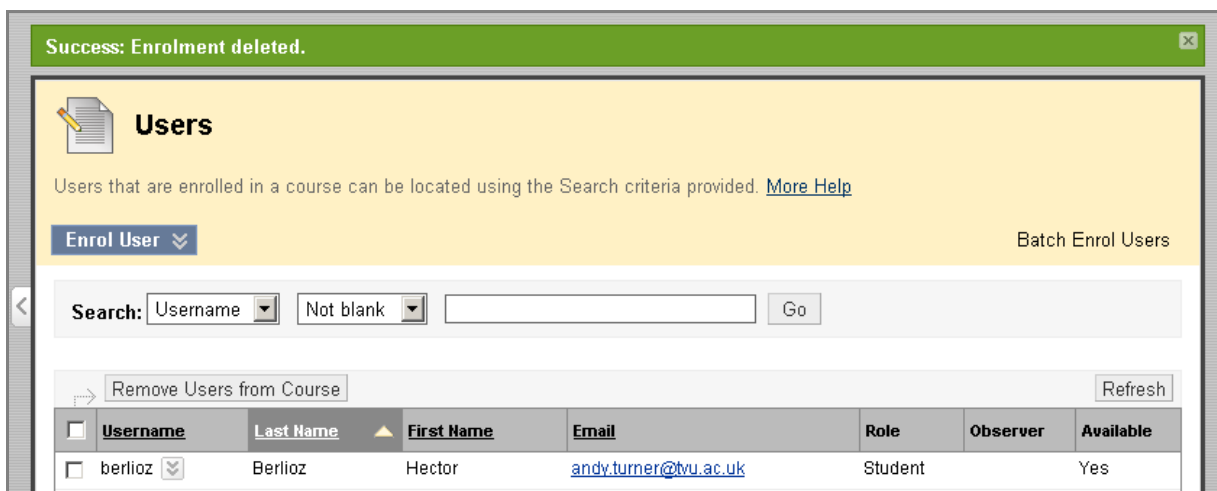
Remove Users from Course Refresh

☐	Username	Last Name	First Name	Email	Role	Observer	Available
☒	bach	Bach	Johann	johann.bach@gmail.com	Instructor		Yes
☐	berlioz	Berlioz	Hector	andy.turner@twu.ac.uk	Student		Yes
☒	bragg	Bragg	Billy	turnera@twu.ac.uk	Student		Yes

A warning message appears – click OK to confirm



You will see a confirmation message; the users are no longer listed as course members.



Help

If you require further help, please contact the IT Service Desk:

telephone 0300 111 4895

email itservicedesk@uwl.ac.uk